INTRODUCTION

Businesses can use Georgia Tax Center (GTC) to import the Annual G1003 Withholding File. Importing is one method of submission for smaller sized companies.

Follow these instructions to import any tax template or XML file available on the Department's website.
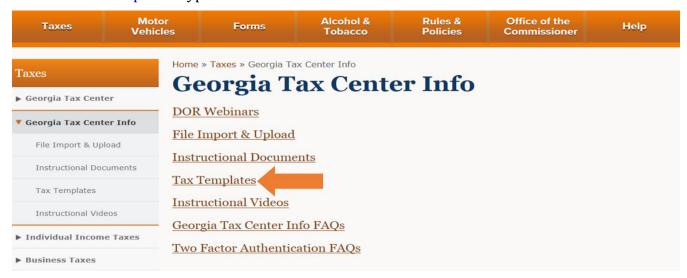
***NEW TO FILING PAYROLL TAXES? NEED TO KNOW WHAT TO FILE?** Check out the Employer's Tax Guide for definitions and explanations of all requirements, forms, tables and tips.

Downloading the G1003 Template

1. Navigate to http://dor.georgia.gov. Click **Taxes → Georgia Tax Center Info**

2. Click the Tax Templates hyperlink

3. Click the Withholding hyperlink

4. Click the Withholding G-1003 hyperlink

5. Click on the **Attachment** *G1003ImportTemplateWInstruc.xls*

6. View and populate the Excel template

   Click on above links to navigate to the appropriate tab.

   NOTE: When entering the social security number in the W2S tab, do not use dashes.

Importing the G1003 Template

1. Log in to GTC (https://gtc.dor.ga.gov)

2. Click on the Withholding Tax Account ID hyperlink

3. Click the Return List hyperlink

4. Click File Return for the appropriate Form G1003

   a. Form G1003 Jan –

   b. Form G1003 Feb –

5. Click **Import**

6. Click the **Browser…** button

7. Select your completed template

   Double click on the template

8. Click **Import**

9. Click **Submit**

   Note: If the entries are correct in the template, then the variables will be populated.

10. Confirm your submission by clicking **Yes**

Confirmation Page. You can print the confirmation page, and or a copy of the return. Click OK to return to the main page. The import process is now complete.